Situation Employee Administrator Accidental disclosure of data where Personal Information or Regulated Data is included and the specific information can be identified. Inmediately notify appears of provide a written account of incident from account of circumstances surrounding incident to Manager/Supervisor. Manager/Supervisor. Administrator L. Notify Data Owner. L. Notify Data Owner. Advocate. South and dat any advocate. South and dat any account of incident from eaded. Provide a written account of Coordinator. Manageros decision incident on later than 2. Notify Internal Audit. Notify Executive decision and dat any advocate. Advocate. Southwest decision incident incident on method of incident on method of Difficer. Coordinator. Manageros Valence dated in Manageros of entire incident on method of Difficer. Coordinator. Manageros Valence dated in Notify Taxpayer and Cobinet. Coordinator. Coordinator. Determine if 1000 or method of Difficer. Coordinator. Determine if 1000 or more taxpayers are involved. If 81,0, contact involved if 81,0, contact of Apparent of Affairs. See below Section 1-11-490 (A) and (B) Determine if the level is "breach".	THE RESERVE AND ADDRESS OF THE PARTY OF THE	SACTOR T Y OCCURT ON			
Immediately notify Internal Audit and Public Affairs. Immediately notify Immediately not			Action Step By:		
1. Immediately notify Internal Audit and Public Affairs. 2. Immediately notify Manager/Supervisor of incident. 3. Provide a written account of circumstances surrounding incident to Manager/Supervisor. Manager/Supervisor. 2. Obtain a written account of incident from employee and add any additional information as surrounding incident to Coordinator. Manager/Supervisor. 1. Notify Data Owner. 1. Notify Internal Audit. 2. Notify Executive 3. Notify Taxpayer 4. Notify Taxpayer 4. Notify Taxpayer 5. Notify Public Affairs. 6. Notify IRS Disclosure 6. Officer. 7. Determine if 1000 or more taxpayers are involved. If so, contact Consumer Affairs. See below Section 1-11-490 (I). 8. Determine if the level is "breach".	Situation	Employee	Manager / Supervisor / Administrator	Incident Coordinator	Executive Management
Internal Audit and Coordinator no later than Public Affairs. 2. Immediately notify Coordinator no later than Public Affairs next business day. 2. Immediately notify Coordinator no later than Notify Internal Audit. 3. Notify Executive Manager/Supervisor of incident from employee and add any additional information as surrounding incident to Manager/Supervisor. Manager/Supervisor. 1. Notify Duk Incident account of incident from employee and add any additional information as 5. Notify Public Affairs. 6. Notify Public Affairs. 6. Notify Public Affairs. 6. Notify RIS Disclosure Officer. 7. Determine if 1000 or more taxpayers are involved. If so, contact Consumer Affairs. See below Section 1-11-490 (D.) 8. Determine if the level is "breach".	Application of	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1			
Internal Audit and Public Affairs. 2. Immediately notify 2. Obtain a written account of incident. 3. Provide a written account of account of circumstances surrounding incident to Manager/Supervisor. 4. Notify Executive Management. 4. Notify Taxpayer additional information as needed. Provide document to Incident Manager/Supervisor. 5. Notify Public Affairs. 6. Notify Public Affairs. 6. Notify RS Disclosure document to Incident Officer. 7. Determine if 1000 or more taxpayers are involved. If so, contact Consumer Affairs. See below Section 1-11-490 (1). 8. Determine if the level is "breach".	Accidental disciosite of	1. Juniediately notify	1. Notify DOR Incident		1. Executive decision
Public Affairs. 2. Immediately notify Manager/Supervisor of incident from incident. 3. Provide a written account of circumstances surrounding incident to Manager/Supervisor. Manager/Supervisor. Manager/Supervisor. 2. Obtain a written account incident from add any add any additional information as needed. Provide document to Incident Coordinator. Manager/Supervisor. Coordinator. Notify Taxpayer Advocate. ONGITY RS Disclosure Officer. Determine if 1000 or more taxpayers are involved. If so, contact Consumer Affairs. See below Section 1-11-490 (1). Below Section 1-11-490 (1). We below Section 1-11-490 (1). We below Section 1-11-490 (1).	data where Personal	Internal Audit and	Coordinator no later than		to notify Governor
 Immediately notify Manager/Supervisor of incident. Manager/Supervisor of incident from incident. Provide a written account of employee and add any additional information as circumstances surrounding incident to Manager/Supervisor. Manager/Supervisor. Coordinator. Coordinator. Manager/Supervisor. Manager/Supervisor. Coordinator. Coordinator. Manager/Supervisor. Coordinator. Manager/Supervisor. Coordinator. Manager/Supervisor. Coordinator. Coordinator. Manager/Supervisor. Coordinator. Determine if 1000 or more taxpayers are involved. If so, contact Consumer Affairs. See below Section 1-11-490 (D.). Determine if the level is "breach". 	Information or Regulated	Public Affairs.	next business day.		and Cabinet.
Manager/Supervisor of incident from employee and add any account of employee and add any account of employee and add any account of needed. Provide document to Incident surrounding incident to Manager/Supervisor. Coordinator. Manager/Supervisor. Advocate. S. Notify Public Affairs. 6. Notify RS Disclosure Officer. 7. Determine if 1000 or more taxpayers are involved. If so, contact Consumer Affairs. See below Section 1-11-490 (D.). 8. Determine if the level is "breach".	Data is included and the			Management.	
incident. 3. Provide a written account of account of circumstances surrounding incident to Manager/Supervisor. Manager/Supervisor. additional information as needed. Provide document to Incident Coordinator. Coordinator. Coordinator. Coordinator. Coordinator. Consumer taxpayers are involved. If so, contact Consumer Affairs. See below Section 1-11-490 (J). 8. Determine if the level is "breach".	specific information can be	Manager/Supervisor of	of incident from		_
Provide a written account of account of circumstances surrounding incident to Manager/Supervisor. Annuager/Supervisor. Surrounding incident to Manager/Supervisor. Surrounding incident to Coordinator. Coordinator. Coordinator. Coordinator. Coordinator. Determine if 1000 or more taxpayers are involved. If so, contact Consumer Affairs. See below Section 1-11-490 (I). Determine if the level is "breach".	identified.	incident.	employee and add any	Advocate.	individual or publi
needed. Provide document to Incident Coordinator. 7. Determine if 1000 or more taxpayers are involved. If so, contact Consumer Affairs. See below Section 1-11-490 (I). 8. Determine if the level is "breach".			additional information as		communications ar
document to Incident Coordinator. 7. Determine if 1000 or more taxpayers are involved. If so, contact Consumer Affairs. See below Section 1-11-490 (I). 8. Determine if the level is "breach".		account of	needed. Provide		remedies. See belo
To Coordinator. 7. Determine if 1000 or more taxpayers are involved. If so, contact Consumer Affairs. See below Section 1-11-490 (I). 8. Determine if the level is "breach".		circumstances	document to Incident	Officer.	Section 1-11-490 (
more taxpayers are involved. If so, contact Consumer Affairs. See below Section 1-11-490 (I). 8. Determine if the level is "breach".		surrounding incident to	Coordinator.	7. Determine if 1000 or	and (E)
involved. If so, contact Consumer Affairs. See below Section 1-11-490 (I). Determine if the level is "breach".		Manager/Supervisor.		more taxpayers are	3. Legal interpretation
Consumer Affairs. See below Section 1-11-490 (I). Determine if the level is "breach".				involved. If so, contact	of any applicable
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		surrounding incident to Manager/Supervisor.	circumstances	Provide a written	incident.	Immediately notify	Public Affairs.	Internal Audit and the	Immediately notify	Employee
		Coordinator.	document to Incident	additional information	employee and add any	2. Obtain a written account	than next business day.	Coordinator no later	Notify DOR Incident	Manager / Supervisor / Administrator
(I).8. Determine if the level is "breach".	involved. If so, contact Consumer Affairs. See below Section 1-11-490	7. Determine if 1000 or more taxpayers are	•	5. Notify Public Affairs.	Advocate.		3. Notify Executive	2. Notify Internal Audit.	Notify Data Owner.	Incident Coordinator
	laws.	 Legal interpretation of any applicable 	and (E)	remedies. See below Section 1-11-400 (a)	communications and	2. Executive decision	and Cabinet.	to notify Governor	1. Executive decision	Executive Management

Willful disclosure of data where Personal Information or Regulated Data is included and the specific information can be identified.	Situation	
 Immediately notify Internal Audit and Public Affairs. Immediately notify Manager/Supervisor of incident. Provide a written account of circumstances surrounding incident to Manager/Supervisor. 	Employee	
1. Notify DOR Incident Coordinator no later than the next business day. 2. Obtain a written account of incident from employee and add any additional information as needed. Provide document to Incident Coordinator.	Manager / Supervisor / Administrator	Action Step By:
 Notify Data Owner. Notify Internal Audit. Notify Executive Management. Notify Taxpayer Advocate. Notify Public Affairs. Notify Public Affairs. Notify IRS Disclosure Officer. Determine if 1000 or more taxpayers are involved. If so, contact Consumer Affairs. See below Section 1-11-490 (I). Determine if the level of breach. 	Incident Coordinator	
1. Executive decision to notify Governor and Cabinet. 2. Executive decision on method of individual or public communications and remedies. See below Section 1-11-490 (A) and (E). 3. Legal interpretation of any applicable laws.	Executive Management	

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Determine if the level is "breach"	(I)	Consumer Affairs. See	involved. If so, contact	more taxpayers are	Determine if 1000 or	Officer.	Notify IRS Disclosure	Notify Public Affairs.	Advocate.	Notify Taxpayer	Management.	Notify Executive	Notify Internal Audit.	Notify Data Owner.
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			laws.	of any applicable	Legal interpretation	and (E).	Section 1-11-490 (A)	remedies. See below	communications and	on method of public	Executive decision	and Cabinet.	to notify Governor	Executive decision

Action Step By: Employee Manager / Supervisor / Incident Con Administrator		Situation	
Action Step By: Manager / Supervisor / Incident Co	Incident Coordinator Execut	Employee	
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Manager/Supervisor.	surrounding incident to	circumstances	account of	Provide a written	has been stolen.	Enforcement if hardware	Notify Law	incident.	Manager/Supervisor of	Immediately notify	Public Affairs Director.	Administrator and the	Internal Audit	Immediately notify	898-5108.	contact number at (803)	5590 or after hours	Help Desk at (803) 898-	
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										Coordinator.	document to Incident	as needed. Provide	additional information	employee and add any	of incident from	Obtain a written account	than next business day.	Coordinator no later	1. Notify DOR Incident
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			"breach".	Determine if the level is	(I)	below Section 1-11-490	Consumer Affairs. See	involved. If so, contact	more taxpayers are	Determine if 1000 or	Officer.	Notify IRS Disclosure	Notify Public Affairs.	Advocate.	Notify Taxpayer	Management.	Notify Executive	Notify Internal Audit.	Notify Data Owner.
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Contact Telephone Numbers

IRS Disclosure Officer	Public Affairs Director	Internal Audit Director	Incident Coordinator	Immediate Manager/Supervisor
Bet	San	Kin	TBI	

GC-roncy or Admin GC Litigation Sr Admin Field Operations Sr Admin Office Operations Sr Admin Support Services Sr Admin IRM Sr Admin	Taxpayer Advocate IT Security Administrator IRM Help Desk IRM After Hours Support DOR Deputy Director
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	(803) 898-5513	Dale Brown	
	(803) 898-5038	Laura Watts	_
	(803) 896-1912	Sherrie McTeer	n
(803) 240-0178	(803) 898-5950	Mont Alexander	
	(803) 898-5131	Milton Kimpson	
	(803) 898-5138	John McCormack	
(803) 413-7721	(803) 898-5140	Harry Cooper	
	(803) 898-5108		
	(803) 898-5590		
	(803) 898-5869	Godwin Fumey-Nassah	
(803) 210-9338	(803) 898-5444	Jean Funches	
	(803) 898-5751	Betty Jenkins	
	(803) 898-5281	Samantha Cheek	
	(803) 898-5051	Kim Haley	

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personal identifying information. Emphasis addea The following SC code section is presented below, in part, to emphasize the timing and methods of notifications to taxpayers in the event of a disclosure of

Breach of security of state agency data; time effective

SECTION 4.A. Article 1, Chapter 1, Title 11 of the 1976 Code is amended by adding: "Section 1-11-490.

information has occurred or is reasonably likely to occur or use of the information creates a material risk of harm to the resident. The disclosure must be unredacted personal identifying information was, or is reasonably believed to have been, acquired by an unauthorized person when the illegal use of the the security of the system following discovery or notification of the breach in the security of the data to a resident of this State whose unencrypted and made in the most expedient time possible and without unreasonable delay, consistent with the legitimate needs of law enforcement, as provided in subsection (C), or with measures necessary to determine the scope of the breach and restore the reasonable integrity of the data system. (A) An agency of this State owning or licensing computerized data or other data that includes personal identifying information shall disclose a breach of

is reasonably believed to have been, acquired by an unauthorized person. owner or licensee of the information of a breach of the security of the data immediately following discovery, if the personal identifying information was, or (B) An agency maintaining computerized data or other data that includes personal identifying information that the agency does not own shall notify the

investigation. investigation. (C) The notification required by this section may be delayed if a law enforcement agency determines that the notification impedes a criminal The notification required by this section must be made after the law enforcement agency determines that it no longer compromises the

(E) The notice required by this section may be provided by:

written notice;

regarding electronic records and signatures set forth in Section 7001 of Title 15 USC and Chapter 6, Title 26 of the 1976 Code; electronic notice, if the person's primary method of communication with the individual is by electronic means or is consistent with the provisions

3) telephonic notice; or

subject persons to be notified exceeds five hundred thousand or the agency has insufficient contact information. Substitute notice consists of: (4) substitute notice, if the agency demonstrates that the cost of providing notice exceeds two hundred fifty thousand dollars or that the affected class of

(a) e-mail notice when the agency has an e-mail address for the subject persons;

e conspicuous posting of the notice on the agency's web site page, if the agency maintains one; or

(c) notification to major statewide media

This section is effective on July 1, 2009.

	Situation		Disclosure Incident Response Procedures
Employee Ma			onse Procedures
Manager / Supervisor / Inci		Action Step By:	
lent Coordinator Executive			
Management			

Department of Revenue

nationwide basis, as defined in 15 USC Section 1681a(p), of the timing, distribution, and content of the notice." delay, the Consumer Protection Division of the Department of Consumer Affairs and all consumer reporting agencies that compile and maintain files on a (I) If the agency provides notice to more than one thousand persons at one time pursuant to this section, the business shall notify, without unreasonable